

DEPARTMENT OF CUSTOMER SERVICES
CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 302-A, HONOLULU, HAWAII 96813
TELEPHONE: (808) 768-3392 FAX: (808) 768-3750
<http://www.honolulu.gov>

MUFI HANNEMANN
MAYOR



JEFF J. COELHO
DIRECTOR

HUBERT P. MINN
SENIOR ADVISOR

May 28, 2008

The Honorable Barbara Marshall, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED

JUN 3 10 04 AM '08

CITY CLERK
HONOLULU, HAWAII

Dear Chair Marshall and Councilmembers:

Subject: National Arts Program (Ord. 99-05)

Attached for your information is a copy of the Minor Event Application for the use of the grounds of City Hall, as required by Section 28-11.6, Revised Ordinances of Honolulu 1990, as amended. The application is for the National Arts Program.

For further information, please contact Special Event Coordinator Patty Teruya of my staff at 768-3888.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Coelho".

Jeff J. Coelho
Director

Attachment

APPROVED:

A handwritten signature in black ink, appearing to read "Wayne M. Hashiro".

Wayne M. Hashiro, P.E.
Managing Director

**CITY AND COUNTY OF HONOLULU
CUSTOMER SERVICES DEPARTMENT
MINOR EVENT APPLICATION
USE OF GROUNDS OF CITY HALL
AND THE HONOLULU MUNICIPAL BUILDING**

Name of Non-Profit Organization
Mayor's Office of Culture and the Arts

Address
530 South King Street, Room 404, Honolulu, Hawaii 96813

Phone 808-768-6622 **Fax No.** 808-768-4215

Brief Description of Event

Awards reception for City employees and their families who participated in the Third Annual National Arts Program in Honolulu art exhibit. The reception will be held in the Courtyard of Honolulu Hale and lawn area at the entrance of Honolulu Hale. The event will include live entertainment and food.

Date(s) of Event Friday, August 22, 2008 **Time(s) of Event** 4:30 p.m. to 7:30 p.m.

Set-up Date Friday, August 22, 2008 **Set-up Time(s)** 8:00 a.m.

Clean-up Date Friday, August 22, 2008 **Clean-up Time(s)** 7:30 p.m.

The undersigned hereby declares, certifies, and swears, on his/her behalf and on behalf of the organization for which this application is being filed, that all information contained in this application and attached hereto is true and correct.

Signature



Print Name: Michael Pili Pang

Title or Position: Executive Director

Date 5/23/08

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SECTION I - APPLICANT

Proof of non-profit status submitted with this application:
(Please check the appropriate space)
AND THE HONOLULU MUNICIPAL BUILDING

- Proof of Internal Revenue tax-exempt status as non-profit organization.
- File-Stamped copy of non-profit organization registration pursuant to Chapter 415B, H.R.S.
- File-Stamped copy of charitable registration pursuant to Chapter 467B, H.R.S.
- City Agency

List or state your organization's purposes that includes providing direct benefits to the City and County of Honolulu:

The mission of MOCA is to promote the value of arts and culture throughout communities in the City and County of Honolulu. MOCA's objectives are to attain pre-eminence in culture and the arts; to perpetuate the artistic and cultural heritages of its entire people; to promote a community environment, which provides equal and abundant opportunity for exposure to culture and the arts in all its forms; and to encourage and provide equal opportunity for the development of culture and the artistic talents of the people of Honolulu.

Please check the appropriate space(s) in which the purpose(s) for your organization can be categorized:

- Social services for the poor, the aged or the youth of the city;
- Health services, including services for those with physical and/or emotional/mental disabilities;
- Educational, manpower and/or training services;
- Services to meet a definitive cultural, social or economic need within the city not being met by any other private organization.

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SECTION II - MINOR EVENT PROPOSED

**Portion(s) of grounds that will be used by your organization:
(Attach diagram of the event, including proposed locations of any temporary structures, as well as any areas proposed to be partitioned, fenced, roped, cordoned or demarcated for purpose of charging a fee)**

The front lawn area of Honolulu Hale will be utilized as a reception and viewing area for live entertainment that will be staged at the entrance of Honolulu Hale. The lawn area will be tented. No areas will be partitioned, fenced, roped, corded or demarcated for the purpose of charging a fee to attend the event.

Potential effects of the proposed Event on normal city operations:

None.

Goods or services, if any, that will be sold to event patrons:

No goods or services will be sold to event patrons at the event.

Anticipated Patronage for the Event:

Anticipated patronage for the event is approximately 200 people.

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Proposed use of media:

A news release announcing the National Arts Program will be distributed to media.

Proposed security measures:

Honolulu Hale security will be utilized.

Proposed sanitation measures:

Honolulu Hale first floor restrooms will be requested open.

Proposed clean-up measures:

DFM will be asked to provide trash cans and liners and will be asked to assist in cleaning.

Proposed entertainment, if any, and whether sound amplification will be utilized:

Live entertainment by city performance groups is expected to be provided.

Any fees to be charged by your organization to any sublessee(s), including any entry fees:

MOCA will not be assessing any fee (s) to any sub-lessee(s)

Entry fees that will be charged to event patrons and what is received by event patrons in exchange for payment of fees:

None.

Statement of whether any of the net proceeds from the fees charged will be turned over to any person(s) and the tax-exempt or charitable status of such person(s):

No proceeds will be raised from this event.

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Name of person(s) in charge of grounds that will be present on the grounds at all times during the event, including title(s) or position(s) with the organization and phone number(s):

Vergel Jepas, Public Relations Assistant, 768-6631.

Statement on availability of Certificate of Insurance, including certificate of insurance for any sublessees, for comprehensive general liability insurance (CGL), including products liability in the minimum amount of not less than \$500,000 each occurrence and general liability:

Additional Information Requested:

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SECTION III - ATTACHMENTS

Attached are the following items:

- (1) Fee of \$100.00 made payable to the City and County of Honolulu**
- (2) Proof of Non-Profit Status (Section I)**
- (3) Diagram of Event (Section II)**
- (4) Certificate(s) of Insurance (Section III)**

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SECTION IV – APPROVAL (DPR)

Special Conditions: (Please see attachment, Conditions for Civic Center Use.)

Department of Parks and Recreation, Beautification Division

Signature

Date

Contact Person

Title or Position

Telephone No.

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SECTION V - APPROVAL (CSD)

Special Conditions:

Department of Customer Services

Signature

Date

10/28/08

Contact Person

Phyllis K. Young

Title or Position

Special Events

Telephone No.

168-3888 - 1570-4483

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Parks Conditions for Civic Center Use (Minor Events Permit)

1. No driving or parking on grass except with permission from the Groundskeeping Supervisor. The Groundskeeping Supervisor shall be contacted and permission granted for each instance that lawn access is necessary by vehicles. One-week notice is required for any lawn access. Vehicles must drive on the sidewalks, and where it is necessary to drive on the lawn, plywood boards shall be placed beneath any vehicle tires. The organizing group and/or vendors shall provide all plywood and is/are responsible for storage and removal of boards. The boards may not be stored on the lawn.
2. Accessing the lawn without permission will not be tolerated and will result in the filing of a police report.
3. Any trailers or equipment that will remain on the lawn for more than one day shall have plywood boards placed beneath them.
4. No open fires or cutting of trees or landscape plants are allowed.
5. Any cooking or warming devices must be raised off the ground by at least 24 inches. Any vendor whose cooking results in oil splatters or other damage shall protect the targeted lawn area from such splatters. Event organizer shall be required to bear the cost of re-sodding damaged areas.
6. Animals are prohibited except by permit.
7. Trees may not be used as a staging area for any activity.
8. Persons, teams, or organizations to whom such permits are issued shall be liable for loss or damage to property, including repairs to irrigation system, filling tire ruts with approved material, or any other damage resulting from the use of the grounds. The Groundskeeping Supervisor shall inspect all repairs and give final approval. Contact information must be provided for invoicing of damage repair costs: Contact Name, Organization Name, Mailing Address, and Contact Phone Number.
9. There will be no disposing of ice, oil, beverages, wastewater, or any type of liquid, including water, in the landscape, on the lawn, or in the mulched area around tree bases. Event organizer shall be financially responsible for any landscape plants in their area that are damaged.
10. Applicants must designate a responsible contact person with authority to enforce these conditions who will be present for the duration of the set-up, event, and clean

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up. The designated contact person must be available throughout this time for contact by the Groundskeeping Supervisor via cellular phone or walkie-talkie.

Additional Information

Contact Person/Title: _____

Company Name: _____

Address: _____

Phone Number(s): _____ Cellular: _____

Date(s) of Event: _____

April 2004